TO: POEA Officers & Staff  
All Liaison Officers  

FROM: DEPUTY ADMINISTRATOR MANUEL G. IMSON  

SUBJECT: Use of Bulletin Boards  

DATE: 01 February 1988  

To rationalize the use of bulletin boards within the POEA building, the following guidelines are hereby adopted:

1. All posters and notices for public display will have to be submitted to the Information and Education Division (IED), 5th Floor for approval; IED personnel will be the ones to post all announcements and maintain the bulletin boards.

2. A bulletin board exclusively for POEA internal communication will be located beside the bundy card racks as an interim measure until completion of building renovation.

3. All other bulletin boards within the building will be for announcements for the general public.

4. POEA operating units should request the IED to execute directional signs.

For compliance.

[Signature]  
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